

# **Oklahoma State University** **- Oklahoma City Campus**



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## **Event Permit Application**

*Required for all events*

Name of Event \_\_\_\_\_

Short Description of Event \_\_\_\_\_

Name of Department/Sponsor \_\_\_\_\_

Address of Department/Sponsor \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Maximum Occupancy of Venue \_\_\_\_\_

Date and Time of Planning Meeting \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Applicant

Mail: OSU-OKC Safety & Security, Business Technology Room 100

Fax: (405) 945-9108 or Email: okc.security@okstate.edu No later than 2 weeks before event

### **FOR OFFICE USE ONLY**

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
OSU Code Official